

Commercial Incubator Kitchen Licensing Guide

The Kansas Department of Agriculture is devoted to the total support of agriculture in Kansas. While we must fulfill our statutory obligations, the department is dedicated to providing support and assistance to make Kansas farms, ranches and agribusinesses successful and help them grow if that is their desire. We also encourage more farms, ranches and other agriculture business to expand in or relocate to Kansas. This checklist will help guide you through various resources and requirements for opening and operating a typical Kansas commercial incubator kitchen. In addition to license requirements by the Kansas Department of Agriculture, other Kansas agencies as well as local or federal government agencies may have regulatory requirements to follow. Contact your local planning authority to ensure you follow all local business development laws, rules, regulations and guidelines. This guide is designed to assist you as you work to build and operate a successful commercial incubator kitchen in Kansas.

✓	Department	Description	Renewal
	Kansas Small Business Development Center (KSBDC)*	The KSBDC is a network of service centers located throughout Kansas offering business consulting to small businesses. Call 800-452-6727 for more information.	Prior to starting
	Kansas Business Center*	The Kansas Business Center is a resource for information, filings, and personal assistance to start or maintain a Kansas business. Call 877-521-8600 for more details.	Prior to starting
	Office of the Secretary of State	Complete the appropriate business entity filings and forms required by the Kansas Secretary of State. Call 785-296-4564 for more information.	Prior to starting
	Department of Revenue	Visit the Department of Revenue website to find important business tax information . Call 785-368-8222 for more information.	Prior to starting
	Office of the State Fire Marshall (OSFM)	OSFM will approve the building for Life Safety Compliance. To determine all requirements, call 785-296-3401 and ask for the Prevention Division.	Prior to starting
	U.S. Food and Drug Administration (FDA)	The commercial incubator kitchen will not need to register with the FDA. Each unique business that uses the facility and that manufactures/processes, packs, or holds food for consumption by humans or animals is required to register with the FDA. Detailed information about who should register can be found at the FDA website .	Bi-Annual
	Department of Agriculture, Food Safety	The commercial incubator kitchen itself will not have a license. Each unique business that uses the facility must have its own Food Establishment License or Food Processing or Storage License . Contact the Food Safety and Lodging Program at 785-296-5600 or FSL@kda.ks.gov for more information.	Prior to April 1
	Department of Agriculture, Weights and Measures	No license is needed from Weights and Measures, but a commercial incubator kitchen with scales must hire a licensed service company to test the scales once annually if the scales are utilized for any commercial transaction. Visit the Weights & Measures website for more information, or call 785-564-6681.	Annual service
	K-State Research and Extension, Kansas Value Added Foods Lab*	The lab staff offers food-related businesses, processors and entrepreneurs numerous services . For the full list of services and pricing refer to the Fees and Information (Kansas only). Call 785-532-1668 for more information, or email kvafl@ksu.edu . There is additional information for value added meat processors and grain products .	For each new product
	Department of Agriculture, Agricultural Marketing, Advocacy and Outreach*	<i>From the Land of Kansas</i> is a voluntary trademark program that helps promote and identify Kansas agricultural products to consumers. Register the business for membership with <i>From the Land of Kansas</i> . For more information, visit From the Land of Kansas online, or call 785-564-6759.	Annual Renewal

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This guide is for informational purposes only. It is not intended to be an exhaustive list of requirements for operating a Kansas agribusiness entity. Please contact the appropriate agencies or organizations for specific requirements applicable to your business.

** Indicates that the information listed is merely a useful resource and not a requirement for operating the business*

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